

**ARIZONA**

**DEPARTMENT OF PUBLIC SAFETY**



**FIREARMS-SAFETY INSTRUCTOR PROGRAM**

**FOR**

**ARIZONA CONCEALED WEAPON PERMITS**

**December 19, 2006**

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For the most current document concerning Arizona Concealed Weapon Legal Issues you must obtain the latest version from CWPU or the DPS website.

## **LEGAL ISSUES**

**SAFETY**

## **SAFETY**

### 1. Five Basic Safety Rules

- A. All firearms are considered loaded (never assume anything – check it)
- B. Always point firearms in a safe direction (downrange, the ground, etc.), until on target and ready to fire
- C. Always keep your trigger finger straight along the frame until on target and ready to fire
- D. Always know your target and what's behind it (bystanders, traffic, etc.)
- E. Maintain control of your firearm (if not in possession, lock it up)

### 2. Dry Firing and Cleaning

- A. Unload the firearm in a safe manner
- B. Place all ammo in a separate room
- C. Visually and physically inspect the firearm to make sure it is unloaded
- D. Plan to avoid interruptions (phone, door, etc.)
- E. Aim the firearm at a bullet stopping backstop (block wall, dirt berm, etc.)

### 3. Storing Weapons

- A. Educate all persons that might have access to a firearm
- B. Check all firearms to make sure they are unloaded (look and feel)
- C. Store in a safe/secure location
- D. Store out of sight
- E. Use additional safety devices (cable locks, padlocks, gun safes, etc.)
- F. Never store or carry a cocked revolver

### 4. Range

- A. Obey all range rules and the rangemaster/instructor
- B. Stay focused and alert
- C. Use eye and ear protection
- D. Report unsafe acts
- E. Anyone may call “cease fire”

# **INTERFACE WITH LAW ENFORCEMENT**

## **INTERFACE WITH LAW ENFORCEMENT**

### **Traffic Contacts**

- a. Keep hands in plain view – avoid the appearance of being a threat. This is potentially a volatile situation.
- b. Advising the officer of the weapon and permit is not required but is recommended.
- c. Follow the officers instructions
  - i. Officer may temporarily separate the permit holder from the weapon.
  - ii. Officer may be comfortable with the permit holder retaining the weapon.
  - iii. DO NOT ARGUE WITH THE OFFICER – If necessary, file a complaint with the on duty supervisor of the officer's agency.

### **When Deadly Force Has Been Threatened Or Used**

- a. Have a plan beforehand – be prepared!
- b. Remain calm.
- c. Call 911 as soon as possible – give details of your location and description.
- d. Remember the firearm safety rules and secure the weapon (no weapon in hand when the officers arrive).
- e. Remain alert – the suspect could still pose a threat.
- f. Disturb the scene as little as possible.
- g. Responding officers will not know the exact situation. When they arrive, show them your open hands and tell them whom you are. Follow their instructions.
- h. Be prepared to be detained while officers sort out the situation.
- i. Think about what you are going to say to investigators, if anything.

### **Assisting the Police**

- a. Only in life threatening situations – use common sense.
- b. Do not surprise the officer (get officer's attention, no weapon in hand).
- c. Obtain permission/instructions from the officer first, if possible.
- d. Use only the force necessary.

- e. Be a good witness – remember details.
- f. Do not leave afterwards until told otherwise by involved officers.

### **Incidents With Business Owners or Other Prohibited Locations**

- a. Don't argue or escalate the situation – businesses have the right to prohibit weapons.
- b. Leave and secure your weapon in a suitable location (some locations may be able to secure your weapon for you).
- c. If the police arrive, keep your open hands in plain view.
- d. Follow instructions from the police and/or business operators – permittee's can be arrested for trespassing if they don't.



# 8 HOUR LESSON PLAN AND TESTS

## CONCEALED WEAPONS PERMIT PROGRAM LESSON PLAN 8-Hour Initial Class

**Program Number 62005081**

**Date 061006**

This lesson plan was developed by the CWPU with the assistance of the CCW Advisory Committee and designed for [new organization applicants](#) who require a lesson plan for submission to the CWPU. Use of this lesson plan is mandatory by all training organizations, effective August 11, 2005. The new 8-hour CCW course is actually a firearms safety course, designed to teach the students the basics of gun safety, marksmanship, maintenance and familiarization, as well as legal issues related to the use of deadly physical force. The 8-hour CCW course is not designed for or intended to teach advanced tactics or shooting techniques. Note: Each section of the lesson plan now has a minimum required training time.

A new organization applicant no longer needs to submit a copy of a lesson plan along with its application to become a Training Organization. Once approved, the organization will be sent a copy of the current AZ DPS lesson plan, four versions of the AZ DPS standardized test, an answer key and an answer sheet. The organization may use one or all test versions, at its discretion. It is mandatory that instructors spend at least 2.5 hours on the law and legal portion of this lesson plan. Instructors are required to thoroughly cover this topic. Do not read from the statutes, but know them well enough to discuss them in class. Use the ["Legal Issues Relating to the Use of Deadly Force"](#), [ARS statutes](#) and information on the [CWPU website](#) as references. Important: Please tell students that these sources of information as well as this lesson plan are on the AZ DPS CWPU website.

Any information taught which is not listed in this lesson plan will require additional hours of training time beyond the mandatory 8 hours. For instance, including a one-hour block of instruction on tactical shooting techniques would require a CCW class 9 hours in length. The only exception is the use of brief videos or other audio/visual aids directly related to required topics. Under no circumstances will audio/visual aids dominate the training. Deviation from this or any other approved lesson plan is unacceptable and will result in the suspension and/or criminal prosecution of the instructor and organization. Deviations can also result in students having their applications rejected for a lack of training. A 10 minute break taken after every 50 minutes of instruction is acceptable (counts as one hour of instruction) and does not require special scheduling or permission. Lunch breaks do not count as training time. Fingerprinting and/or completing applications will not be performed during the 8-hour training period.

**IMPORTANT** - This lesson plan consists of ten sections. Section 1 will be covered first. Section 2 will be taught before students handle firearms or qualify on the range. The remaining sections may be taught in any order, based upon the needs of the instructor. Any or all sections may be taught on a range and the firing of handguns by students may be incorporated at the instructor's discretion.

## **I. Introduction** *(as appropriate)* **(15 mins)**

- Welcome
- Introductions (Instructors/Students)
- CCW course and materials *(general information, i.e., basic firearms-safety course, taught to the lowest level of experience, includes legal issues, etc.)*
- Schedule
- Facilities
- Breaks
- Cell phones, pagers, etc.
- Other

**Class Safety Briefing** *(to be repeated as necessary throughout the class): The safety briefing below is a guide to assist the instructor with pertinent instructions and should be used as needed. Some instructions may not be applicable to the training and may be left out. Other instructions may be added at the instructor's discretion.*

- No loaded firearms are permitted in any training area unless specifically required by the instructor
- Firearms shall be inspected by the instructor before qualification and remain unloaded until told otherwise
- Eye and ear protection will be worn while on the firing line
- Firearms used for training purposes other than qualification on a range shall be unloaded and inspected by the instructor teaching the class *(If available, at least one student knowledgeable of firearms shall also inspect the firearm)*
- Students are expressly prohibited from being under the influence to any extent of alcoholic beverages or drugs which may affect judgment or coordination while attending this class
- No "horseplay" while in class or on the range
- Students will follow all commands given by the instructor
- When on the range, all firearms will be benched or holstered, unless told otherwise by the instructor
- The five safety rules shall be strictly adhered to at all times
- At the command of "cease-fire", all shooters will immediately stop firing, keep their firearms pointed downrange and listen for further instructions from the instructor. Anyone may yell cease-fire if they observe an unsafe act
- Violations of these rules may result your dismissal from the class
- Other (Appropriate clothing, drinks, snacks, first aid, etc.)

**Class Objectives:**

1. To allow students to carry concealed weapons after successfully completing an 8-hour course of instruction.
2. To inform students of the responsibility of firearms safety, use of deadly force, maintenance of firearms, proper mental conditioning, marksmanship and judgmental shooting situations, as required by law.
3. To display knowledge and proficiency of deadly force issues by passing an approved written test with a minimum score of 100 percent at the conclusion of the class. This requires a score of at least 70 percent on the initial test. Initial test scores below 70 percent fail the class.
4. To display shooting proficiency by firing a minimum of ten rounds of live ammunition (as defined by applicable administrative rules) for qualification and achieving a score of at least 70 percent.

**II. SAFE HANDLING AND STORAGE OF FIREARMS (min 1 hr)** *Recommendation: Give a brief informational statement about the use of handguns for self-defense, leading into the importance of firearms safety in general.***A. The Five Firearms Safety Rules** *(Stress the importance of knowing and following the safety rules).*

- All firearms are considered loaded (never assume anything – check it)
- Always point firearms in a safe direction (downrange, the ground, etc.), until on target and ready to fire
- Always keep your trigger finger straight along the frame until on target and ready to fire
- Always know your target and what's behind it (bystanders, traffic, etc.)
- Maintain control of your firearm (if not in possession, lock it up)

Remember - There is no such thing as an “accidental discharge” of a firearm, unless the weapon is defective. Firearms fire due to intent or carelessness.

**B. Firearm storage devices** *(use training aids)*

- Safety vs. accessibility
- Lockable boxes, cases and safes

**C. Locking devices** *(use training aids)*

- Safety vs. accessibility
- Racks
- Barrel locks
- Cable locks
- Trigger locks – not a preferred safety device

#### D. Training household members

- All family members should be familiar with firearms stored in the home and taught basic firearms safety
- Children should be taught not to handle a “found” firearm and to report it to a responsible adult (stop, don’t touch, leave the area, tell an adult)
- If appropriate, visitors should be told of the presence of loaded firearms in the home and cautioned against handling an unfamiliar firearm

#### E. Loaded firearms in the home

- *Discuss: Family members and visitors who are not familiar with the potential hazards of firearms are at risk should they encounter a loaded firearm in the home. Emphasize how many people have been shot while cleaning firearms or with supposedly “unloaded” firearms*

### III. LEGAL ISSUES RELATING TO THE USE OF DEADLY FORCE (Mandatory 2.5 hours minimum)

A. Overview (Use the [“Legal Issues Relating to the Use of Deadly Force”](#) section of the DPS Firearms-Safety Instructor Training Program Manual as a reference for this module of instruction – references to the manual can be found after each applicable topic. **All CCW instructors must be familiar with this reference. Do not** attempt to read this reference in its entirety to your students. Briefly cover the required statutes and use the examples cited in each section of the reference material to better describe the meaning of the statute. Inform your students that the reference is available on the AZ DPS CCW website at: (<http://www.azdps.gov/ccw/default.asp>). Other valuable information includes [ARS Title 13.](#)) Inform your students that:

- Arizona law requires persons who wish to carry concealed weapons to receive initial and refresher training in order to obtain and renew a permit to carry concealed weapons for self-defense
- The legal issues are the most important because violations of the laws pertaining to the use of firearms can lead to imprisonment, fines and civil lawsuits

- A permit is valid for five years and then must be renewed.
- It is the responsibility of the permit holder to renew the permit by completing an application, fingerprint card (on first renewal) remitting and a fee.
- within 90 days prior to or 60 days after expiration of the permit
- Military personnel deployed overseas are provided 90 days to renew their permit following the end of the deployment. The permit is considered valid during this time frame, even though it may be expired, however, it is unlikely that other states will recognize an expired permit.
- The submission of fingerprint cards is no longer required on the second or subsequent renewals submitted after 8-11-05, unless the permit holder allows the permit to expire, then the applicant must begin the process over by attending the initial class again. All renewal application packets must include a fingerprint card until 8-11-2009.
- A permit holder cited or arrested for carrying a concealed weapon who did not have their permit in their possession at the time may now later present the permit to the court who will dismiss the charge.
- Schools may now offer firearms classes that cover safety, history, marksmanship and competence. This is an elective, one semester course.
- The CWPU will issue a “certificate of firearms proficiency” to qualified retired law enforcement officers to enable them to carry concealed handguns nationwide. This requires annual AZ POST handgun qualification and passing a target discrimination course.
- Discuss places where firearms are prohibited or restricted (*see Handout A*)
- Briefly discuss criminal vs. civil law (Sections I & II)

B. Laws pertaining to firearms and deadly physical force (*Reminder, in some chapters only certain statutes must be addressed and they are given in italics. Remind students that Michael Anthony’s legal reference manual is on the AZ DPS website and they may thoroughly study this material at their convenience*)

1. Briefly discuss ARS Title 13, Chapter 11, Homicide (Section III.A) *13-1102, 1103.*
2. Briefly discuss ARS Title 13, Chapter 12, Assault and Related Offenses (Section III.B) *13-1201, 1202, 1203, 1204.*
3. Briefly discuss ARS Title 13, Chapter 15, Criminal Trespass and Burglary (Section III.C) *Cover aspects that pertain to CCW permit holders – see the legal reference.*

4. Briefly discuss ARS Title 13, Chapter 29, Offenses against Public Order – Disorderly Conduct (Section III.D) 2904.A.6 & *discuss how 2911 could affect persons with weapons on school grounds.*
5. Briefly discuss ARS Title 13, Chapter 31 Weapons and Explosives (Section III.E) 13-3101, 3102, 3107, 3112. *Information that does not pertain to carrying deadly and/or concealed weapons may be omitted.*
6. Briefly discuss Civil Laws Impacting the Use of Firearms (Section IV) *Overview of Intentional Acts and Negligence.*
7. **Thoroughly discuss ARS Title 13, Chapter 4, Justification (Section V) *All relevant subsections to include 401, 402.B.2, 403.6, 404, 405, 406, 407, 408, 411, 412, 413 & 417. Subsections that do not pertain to average citizens carrying concealed weapons may be omitted.* This chapter is the most crucial section of the law and legal training requirement and all instructors must be thoroughly knowledgeable of this section of the legal text (Section V).**
8. Briefly discuss ARS Title 4, Chapter 2 (4-244.29) (Patrons may not bring firearms into commercial establishments that serve alcohol for consumption on the premises)
9. Briefly discuss other applicable laws (Section VII) 13-3601, 3602 (*only how these sections pertain to permit holders*) Section VII.A.4 & 18 USC 922 – *Federal Gun Free School Zone overview (only provide general awareness of this federal law, direct students with in-depth questions to consult an attorney)* Section VII.J.
10. Reciprocity and recognition of permits (see Handout B. *Briefly discuss this subsection. Key point: Be familiar with the laws of other states you visit.*)
  - ARS 13-3112
  - Reciprocal agreements with other states
  - Recognition of other states permits in Arizona (Arizona recognizes all other states valid permits)
11. Request students visit the AZ DPS CCW website at:  
<http://www.azdps.gov/ccw/default.asp>.

C. Contact with law enforcement (**thoroughly discuss**)

- Permit holders are not required to inform officers they are in possession of a permit and a concealed weapon unless asked by the officer, however, it is strongly recommended the permit holder volunteer this information to avoid “surprises.” (Section VII.A.1)
- Approaching law enforcement during volatile situations can further aggravate

the situation. Do not approach officers without first getting their attention and requesting permission. (Section VII.A.2)

- Officers are authorized to require permit holders in possession of a concealed weapon and a permit to temporarily surrender the weapon for the officers safety (Section VII.A.3)
- *Instructors, please review the “Interface with Law Enforcement” section of the CWPU Firearm-Safety Instructor Program book. This will provide you with additional information on this topic you should review with your students.*

**IV. FIREARM CARE AND MAINTENANCE (min 15 mins) *Discuss the importance of clean and functional firearms that will be used for self-defense. Also stress the importance of ensuring the firearm is unloaded before cleaning. Briefly cover the following maintenance topics:***

- A. Read the owner’s manual (Many are available on the internet or by corresponding with the manufacturer)
- B. Safety (unload in one room, clean in another, no ammunition present)
- C. Field Stripping (as applicable, read owner’s manual)
- D. Magazines (cleaning, check for defects, no lubricants)
- E. Cleaning and lubrication (proper equipment, solvents & lubricants, how often)
- F. Function check before loading the firearm to insure the weapon was properly reassembled and operating correctly

**V. MENTAL CONDITIONING FOR THE USE OF DEADLY FORCE (min 1 hr)**

- A. Modes of Awareness
  - White - No perceived threat, completely unaware (watching TV, daydreaming, sleeping)
  - Yellow - Functioning in public, aware of surroundings (driving to work, shopping, conversation)
  - Orange - Alert, perceived threat or situation (someone or something grabs your attention, possible danger)
  - Red - Focused, reacting to actual threat (someone is actually threatening or attacking you and you are responding)
- B. Visualization Techniques (***Emphasize the importance of these points***)
  - Use “what if” scenarios to prepare an appropriate reaction
  - The way you prepare and train will be the way you respond in a high stress situation
  - You will not likely have time to create a plan once the attacker engages you



1. The Confrontation (The fight is on – active defensive measures)

- Appropriate level of defensive force. Remember: Not every attack or threat is the same. In each case, there may be circumstances present that require an immediate and violent reaction by a person defending them self (or someone else) from the threat of serious bodily injury or death. If possible, try to consider:
  - What is the aggressor doing? (Demeanor and actions - watch the hands, body language)
  - What weapons, if any, does the aggressor possess? (Pipe, knife, gun, rock, stick?)
  - Is threatening deadly physical force justified and the best option?
  - Non-lethal weapons (If an option – mace, stun guns, etc.)
  - Is using deadly physical force justified and the best option?
  - Do you have the opportunity to draw your handgun?
- How close is the aggressor? (In your face vs. 5-20 feet away)
- Can they reach your handgun?
- After drawing, should I keep my handgun in close or extend my arms into a shooting position?
  - Never give up or surrender your weapon once the fight is on – it could cost you your life
  - Use only the force necessary to stop the attack and be prepared to resume the use of force, if needed
  - Be mentally prepared if injured – many people have died from non-lethal wounds because of shock
  - Firing (Expectations, wounding the attacker, blood, injury, death)

2. If Deadly Physical Force has been used

- Misconceptions (Real life vs. movies, immediate death, endless supply of bullets, etc.)
- Did you make a plan? (What are you going to do now?)
- Injuries to attacker, bystander and/or self (first aid?)
- 911 – Call immediately, don't hang up
- Don't disturb the scene – remember the five safety rules
- Arrival of the police (Secure the handgun, empty hands)
- Investigation (Crime scene, confiscation of the handgun as evidence, attorney, police interviews, statements)

- Be prepared to be detained after a deadly force incident

### 3. Aftereffects

- Common psychological reaction pattern
  - Elation
  - Revulsion
  - Remorse
  - Self-Doubt
  - Acceptance
- Common physical & psychological reactions
  - Adrenaline rush, excitability, sleeplessness (may last for days)
  - Depression, fatigue (may last for days)
  - Upsetting memories such as images or thoughts about the trauma
  - Feeling as if the trauma is happening again (flashbacks)
  - Bad dreams and nightmares
  - Anxiety or fear, feeling in danger again

## VI. JUDGMENTAL SHOOTING (min 30 mins)

- Discuss and/or practice at least three common shoot/no shoot situations  
(*Situational questions, handouts, slides, videos, reenactments, paper targets, paintball, Simunitions, FATS, Rangemaster 2000, etc.*)
- Student must be able to determine the threat and appropriate action
- *Remind them: A handgun is a tool of last resort*

## VII. FIREARM MANIPULATION, MARKSMANSHIP AND PRACTICE (min 1 hr) ***Recommend this section be taught on the range and the students be allowed to fire practice rounds, at the instructors discretion***

*Instructor tip: For the purposes of shooting instruction, a person is vertically divided in half, with one side known as the “firing side” (sometimes known as the “shooting or strong side”) and the other the “support side.” This allows instructors to give one command to multiple students on the firing line without differentiating between right handed shooters and left handed shooters. The firing side is determined by which hand the shooter prefers to hold the handgun. If it were the right hand, then the right side of that person would be known as the firing side and the left side of the person would be the support side. The instructor can now call out commands to direct movement using terms such as “adjust your support hand”, or “move your firing side foot*

forward.” Remember: The firing hand primarily maintains a firing grip on a handgun and the support hand is used to fulfill several needs to include supporting the firing hand, reloading, cocking, etc.

## **Handgun Recognition and Manipulation**

Stress the importance of being able to 1) recognize the different types of handguns and their condition, 2) operate the various functions of that firearm through familiarization and 3) safely handle the firearm and basic etiquette. Ensure students know how to operate their handgun safely to include loading, unloading, correct ammunition and firing.

- A. Isosceles, Weaver and Modified Weaver positions
- B. Grip (*Discuss two hands vs. one hand*)
  - Flashlights
  - Using the firing hand or support hand only
- C. Sight Alignment
  - Sight picture
  - Dominant eye
  - Sight alignment (front and rear sights, eye focused on front sight)
  - Point shooting
- D. Trigger
  - Trigger finger straight along the frame until on target and ready to fire
  - Steady pressure vs. anticipation
  - Breathing
- E. Loading and unloading (**Note on Subsection E:** *Discuss as needed, depending on the types of weapons your students possess and their basic knowledge of firearms. If this section is taught on the range, we recommend a sequence of loading, firing a few rounds and then unloading until students appear relatively comfortable with the process. Remind students with semi-autos that simply removing the magazine does not mean the weapon is unloaded – the slide must be cycled and the chamber checked.*)
  - 1. Single/Double Action Revolvers
    - a. Loading
      - Activate the cylinder release (single action: open loading port)
      - Handgun may be placed in the shooter’s support hand and loaded with the firing hand

- Swing open cylinder
  - Place rounds into cylinder
  - Close cylinder (single action: close loading port)
- b. Unloading
- Activate the cylinder release (single action: open loading port)
  - Swing open cylinder
  - Handgun may be placed in the shooter's support hand and loaded with the firing hand
  - Push extractor rod to the rear (single action: align chamber first)
  - Remove rounds/cases
  - Inspect each chamber to insure they are empty
  - Close cylinder (single action: close loading port)

## 2. Semiautomatics

- a. Loading
- Methods for inserting rounds into magazine
  - Insert magazine into magazine well and lock in place
  - Using the support hand, rack slide to the rear and release (do not ride forward)
  - De-cock (single action: engage safety)
- b. Unloading
- Press magazine release and remove magazine (place in your pocket or pouch)
  - Kneel down, rack slide to the rear and remove round from chamber (Kneel so round has less distance to fall, reducing the chance of igniting the primer or damaging the round)
  - Lock slide to the rear
  - Look and feel inside the chamber to insure round ejected
  - Pull slide to the rear to disengage the slide stop and release the slide
  - De-cock (as needed)

## F. Firing

- Stance
- Grip
- Aiming/sight alignment

- Trigger press
  - Breathing
  - Squib rounds, misfires and malfunctions (Squib – underpowered; misfire – delayed or dud)
  - Recoil
  - Recovery
- G. Holsters and Carry Methods (*Discuss various types of holsters and other carry methods such as purses, briefcases, fanny packs, etc.*)

### **VIII. WRITTEN TEST (30 mins)**

- A. 20 questions, with an initial score of at least 70 percent, using any version of the AZ DPS standardized test (Versions 1.1 – 4.1, effective 081105).
- B. Prior to the end of class, review and retest all incorrect answers until a final score of 100% is achieved. Retest(s) may be either written or verbal, group or individual.

### **IX. QUALIFICATION (1 hour - range)**

- A. Minimum standard: At least 10 rounds with a firearm and live ammunition, no time limit (5 rds at 5 yards and 5 rds at 10 yards). Ammunition shall consist of a case, primer, powder and a lead or lead-jacketed bullet. Use of any other ammunition requires permission from the CWPU. Simulated, marking and/or rubber projectiles are prohibited for use during qualification. Qualification may consist of firing more rounds than the minimum standard at longer ranges than those given, at the discretion of the training organization. Students should be drawing and firing from a holster suitable for concealed carry, but this is not mandatory.
- B. NRA TQ-15, TQ-19 or equivalent, i.e., secondary scoring ring equal to 14 x 16, or less. Shots outside of the 2<sup>nd</sup> scoring ring will not count.
- C. 70 percent hits within the secondary scoring ring are required for a passing score.

**X. OVERALL EVALUATION (Pass/Fail Student)** Has the student satisfactorily demonstrated sufficient knowledge and proficiency with all required topics? Are you, as a firearms instructor, willing to certify this person? If so, complete the application by adding the required information on the back. Ensure that you enter the correct numbers on the application or the application will be returned to your student by the CWPU.

## Handout A

### Concealed Weapon Permit Unit

P.O. Box 6488  
Phoenix, AZ 85005  
Metro Phoenix: (602) 256-6280  
Outside Metro Phoenix: (800) 256-6280  
Fax: (602) 223-2928

Web page: [www.azdps.gov/ccw/default.asp](http://www.azdps.gov/ccw/default.asp)

Email: [ccw@azdps.gov](mailto:ccw@azdps.gov)

Michael Anthony's "LEGAL ISSUES RELATING TO THE USE OF DEADLY FORCE" webpage at [www.dps.state.az.us/ccw/legal.asp](http://www.dps.state.az.us/ccw/legal.asp)

### **GENERALLY, MISCONDUCT INVOLVING WEAPONS (ARS 13-3102.A.1 and A.2) DOES NOT APPLY TO:**

- A deadly weapon which is immediately accessible **and** carried openly by a means that makes it obvious to casual observers the person is carrying a deadly weapon ("open carry")
- A person in his home, on his business premises or on real property owned or leased by that person
- Within a means of transportation, a deadly weapon that is not immediately accessible **or** if it is clearly visible to casual observers **or** if it is carried in a container that makes it obvious the person is transporting a deadly weapon
- A peace officer or any person summoned by any peace officer to assist while actually in the performance of official duties
- A warden, deputy warden or correctional officer of the state department of corrections
- A member of the military forces of the United States or of any state of the United States in the performance of official duties
- A person specifically licensed, authorized or permitted (CCW permit) pursuant to a statute of this state or of the United States. ***Permit holders are subject to the below listed restrictions***
- Active/retired law enforcement officers carrying under the Law Enforcement Officer Safety Act of 2004 (LEOSA)

### **FIREARMS ARE PROHIBITED OR RESTRICTED IN THE FOLLOWING PLACES (with or without a permit)**

- Businesses serving alcohol for consumption on the premises
- Polling places on election days
- School grounds (**some exceptions – see below**)
- Commercial nuclear generating stations
- Military installations
- Indian reservations (check w/tribe)
- Game preserves
- National parks
- Correctional facilities
- Federal buildings
- Airports (beyond security checkpoints)
- Where federal, state or local laws prohibit weapons
- Public/Private establishments or events when asked by the operator/sponsor/agent. Persons who refuse to leave and secure their weapon are trespassing and can be cited or arrested for 13-1502A1 (C3M) or 13-1503A (C2M), depending on the location

### **School exceptions (Concealed or not):**

- You are an adult in a vehicle and the firearm is unloaded before entering school grounds. Furthermore, if you must exit your vehicle, the firearm must remain unloaded and be secured (locked) within the vehicle, out of plain view (**ARS 13-3102.I.1**) Use caution and common sense if you must exit the vehicle with a firearm to secure it in the trunk (avoid causing a potentially serious disturbance)
- You are an adult attending a firearms related class (hunter/safety) or participating in a school program that requires you to bring or possess a firearm and the training or event was scheduled and approved by school administrators (**ARS 13-3102.H & I.2**). This exception also applies to a juvenile accompanied by a parent, grandparent, legal guardian or a certified hunter/firearms safety officer acting with the permission of a parent or guardian (**ARS 13-3111.A**). The firearm will be unloaded before entering school grounds and should be placed in a case to avoid causing a potentially serious disturbance
- Additionally, designated employees of a school may order a person off of school property if that person is believed to be interfering with school operations. School boards may also enact specific and more restrictive rules governing firearms and deadly weapons on school grounds (**ARS 13-2911**). Determine the what the rules of a school are before attempting to enter school grounds with a firearm

### **PERMIT HOLDER REQUIREMENTS**

- A qualified person must have the permit in possession when carrying a concealed weapon
- The permit must be presented to any law enforcement officer **upon request**, along with a driver's license, military ID, state ID card or passport (if carrying a concealed weapon)
- Return altered, defaced, illegible, mutilated, suspended and/or revoked permits to the AZ DPS CWPU
- Notify the DPS CWPU if you have been arrested for any felony or domestic violence misdemeanor
- Renew permit after **five years**. Submit application packet no more than 90 days in advance
- Your Arizona permit is valid in some other states; call the state in question to verify reciprocity or recognition.

## **Reciprocity and Recognition of Permits**

**Some states recognize the CCW permit issued by another state – check with that state before carrying there to verify to validity of your permit. The AZ DPS CWPU maintains a webpage that lists state permits that are valid in Arizona and what states recognize the Arizona permit. Please note that these states are subject to change, hence, the importance of contacting that state before carrying there.**

**Arizona recognizes all other states valid concealed weapon permits**

CCW Tests have been omitted  
from the web version of this  
document

Instructors and Training  
Organizations may request a copy  
of all four versions of the test by  
contacting the CWPU and  
providing instructor verification  
data.



# TEST ANSWER SHEET

Question	Answer	Corrected Answer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Name

Last

First

MI

Signature

DOB \_\_\_\_\_  
(MM/DD/YY)

Date \_\_\_\_\_  
(MM/DD/YY)

Score \_\_\_\_\_ Test Version \_\_\_\_\_

THE LAW ENFORCEMENT  
OFFICER SAFETY ACT  
&  
APPLICATION PROCESS

# H.R. 218, the “Law Enforcement Officers’ Safety Act”

On July 7, 2004, the United States Senate passed H.R. 218, the “Law Enforcement Officers’ Safety Act” by unanimous consent and was subsequently signed by President George W. Bush. The bill exempts qualified active and retired law enforcement officers from select local and State prohibitions on the carrying of concealed firearms. It does not provide police officer liability protection, nor does it completely exempt active or retired officers from all state laws regarding carrying concealed firearms.

**On August 11, 2005**, Arizona HB 2450 takes effect which will allow the CWPU to issue a "Certificate of Firearms Proficiency" to qualified retired law enforcement officer applicants. Retired officers will need to qualify with the type of firearm they wish to carry (pistol and/or revolver) and pass a target discrimination or judgmental shooting evaluation, as selected by the instructor. Applicants must qualify through an Arizona CCW instructor who is also an AZPOST certified firearms instructor. The instructor will provide the applicant with an application that must be filled out and submitted to the CWPU, along with a letter from the applicant's agency, a photocopy of the retired officer's law enforcement officer credentials and a \$20 fee. The fee must be submitted as a money order, cashiers check or a certified check. Upon receipt of all required documents, the CWPU will issue the certificate, similarly like a CCW permit.

**Firearm qualification** will consist of standard AZPOST requirements (50 rd course, ranges of 25, 15, 7 and 3 yards, min passing score is 210). The TQ 15, TQ 19 or TQ 21 targets may be used. AZPOST's firearms qualification and judgmental shooting course may be viewed on the CWPU website at the LEO Safety Act page.

**Judgmental shooting and target discrimination evaluations** can be accomplished by a variety of approved means to include the use of FATS/Range2000 units, "friend or foe" targets, video scenarios, etc. Selection of the means will be determined by the instructor.

**Required application documents include:** a completed application signed by the instructor, a photocopy of the applicant's retired credentials, a form letter from the agency the officer retired from and a \$20 fee. The fee must be submitted as a money order, cashiers check or a certified check. Fingerprint cards will not be submitted. The form letter is available on the CWPU website on the law enforcement officer training exemption webpage.

**The agency letter must include:** a statement that specifically states the applicant meets the requirements of a qualified retired law enforcement officer pursuant to 18 USC 926C(c). The letter shall be submitted on the agency's letterhead and will also include the applicant's name, position, rank, employee or badge number, dates of employment, retired status, and the name of the agency's chief, designee or other point of contact and phone number within that agency's human resources or personnel department who can verify the applicant's employment status. If the letter fails to clearly define the applicant's eligibility, the Department shall require or allow the applicant to produce other evidence of eligibility. The letter will not be required for subsequent certificate applications. The CWPU has devised a form letter to be used for both CCW and Certificate applicants.

**Certificates are valid for one year, beginning from the date the qualification was completed.** Certificates are not CCW permits; they are simply a documentation of training/qualification that must be carried along with the retired officer's credentials when carrying a concealed firearm. CCW permits do not substitute for this document.

**Nothing precludes individual law enforcement agencies from qualifying their own retirees and issuing their own credentials with the required information.**

For information on obtaining a CCW permit, see [Law Enforcement Training Exemptions for a CCW Permit](#) on the CWPU website.

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## Instructor Eligibility

Due to the verbiage of the federal law, each state is required to follow state police officer firearm certification requirements. In this state, Arizona Peace Officer Standards and Training (AZPOST) rules apply.

**Instructors must meet all of the following prerequisites:**

Active, retired or reserve Arizona Peace Officer Standards & Training certified firearms instructor

**CCW instructors can not become an AZPOST certified firearms instructor unless they:**

- are an active duty or reserve AZPOST certified peace officer;
- have been a peace officer for at least two years;
- have completed the AZPOST general instructor course;
- have completed the AZPOST firearms instructor course;
- maintain competency and proficiency **and**
- have not had AZPOST certification suspended or revoked

**Note:** Retired AZPOST certified peace officers must have been certified AZPOST firearms instructors prior to retirement - there are no provisions to obtain this certification unless the retiree becomes a reserve peace officer and completes the required training. **Civilians are ineligible unless they become reserve peace officers and complete AZPOST's requirements to become a firearms instructor.**

## Frequently Asked Questions (FAQs) about H.R. 218:

**Who is eligible to carry concealed firearms under this legislation?**

Qualified law enforcement officers employed by or retired from a local, State or Federal law enforcement agency.

A “qualified active law enforcement officer” is defined as an employee of a government agency who:

- is authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or the incarceration of any person for any violation of law;
- has statutory powers of arrest;
- is authorized by the agency to carry a firearm;
- is not the subject of any disciplinary action by the agency;
- meets the standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;
- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- is not prohibited by Federal law from possessing a firearm. Qualified active law enforcement officers must carry the photographic identification issued by the agency for which they are employed.

If you are an active duty law enforcement officer with any local, State or Federal governmental agency and you meet all of the requirements above, you may carry a concealed firearm under the provisions set out in the bill without obtaining a certificate of firearms proficiency.

A “qualified retired law enforcement officer” is defined as an individual who:

- has retired in good standing from service with a government agency as a law enforcement officer for an aggregate of fifteen (15) years or more for reasons other than mental instability, or retired from such an agency due to a service-connected disability after completing any applicable probationary period of such service;
- was authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or the incarceration of any person for any violation of law;
- had statutory powers of arrest;

- has a non-forfeitable right to benefits under the retirement plan of the agency for which he was employed;
- meets, at his own expense, the same standards for qualification with a firearm as an active officer within the State in which he resides;
- is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- is not prohibited by Federal law from possessing a firearm. Qualified retired law enforcement officers must carry the photographic identification issued by the agency for which they were employed and documentation, which shows that they have met the qualification standards in their State of residence for the firearm, they are carrying.

The definition of “firearm” specifically excludes machine guns, silencers, explosives or other destructive devices as these terms are defined in Federal law.

**I am a fully sworn law enforcement officer with statutory law enforcement authority, but I work for a private university or other non-governmental employer. Will I be able to carry under the provisions of H.R. 218?**

No. You must be an employee of a local, State or Federal governmental agency to carry a firearm under the provisions of this legislation.

**My agency has a policy that does not allow me to carry my firearm while I am off-duty. Does this mean that this legislation will not benefit me?**

If you are a qualified active law enforcement officer, you will legally be able to carry a firearm under the provisions of H.R. 218. There may be agencies that enforce or adopt policies, rules, regulations, or employment conditions which discourage or punish officers that choose to carry while off-duty, but such actions do not mean that the officer cannot carry under the provisions of the bill.

**I am a retired officer— how do I qualify to carry under the provisions of this bill?**

The legislation requires retired law enforcement officers to meet the active duty standards for qualification with a firearm in the State where they reside. Retired officers must qualify at their own expense and, once they do, will be able to carry the firearm with which they have been qualified under the provisions of H.R. 218.

The Department of Public Safety CWPU will issue a certificate of firearms proficiency to retired officers who have qualified with their firearm and submitted the required documents and fee. Retired officers must carry this documentation in addition to their retired LEO credentials.

**Does this bill allow me to carry a firearm on an airplane?**

No. This legislation exempts qualified active and retired law enforcement officers from most state and local laws regarding the carrying of concealed firearms. The carriage of firearms on aircraft is regulated by other Federal statutes and airline policy.

# **Arizona Peace Officer Standards and Training**

## **50-SHOT DAYTIME QUALIFICATION COURSE**

TARGET TQ-15, 19 AND 21 (or silhouette as approved by Board)

MAXIMUM SCORE 250, 210 MINIMUM

USING SERVICE HANDGUN AND AMMUNITION

Per R13-4-116(E)

Officers will begin in a standing relaxed position, hands off the weapon and eyes on the target. All weapons will be in their holster with straps secured. During the course of fire, weapons will be held in the ready position, at a 45 degree angle down range toward the target. Return weapons to the holster only upon command.

### **STAGE 1 - Twenty-Five Yard Line**

Six rounds, standing, two hands, single or double action. Fired in three strings of two rounds each as follows: load six rounds and place the weapon in the holster. On command, draw and fire two rounds in six seconds. Assume the ready position. On command, fire two rounds in five seconds. Assume the ready position. On command, fire two rounds in five seconds.

### **STAGE 2 - Three Yard Line**

Eighteen rounds, standing, double action in three separate stages of strong hand only, two hands, and support hand only.

A. Strong hand only - fire six rounds in three strings of two rounds each as follows: load six rounds and place the weapon in the holster. On command, draw and fire two rounds in three seconds. Assume ready position. On command, fire two rounds in two seconds. Assume ready position. On command, fire two rounds in two seconds.

B. Two hands - fire six rounds in three strings of two rounds each as follows: load six rounds and place the weapon in the holster. On command, draw and fire two rounds in three seconds. Assume ready position. On command, fire two rounds in two seconds. Assume ready position. On command, fire two rounds in two seconds.

C. Support hand only - fire six rounds in three strings of two rounds each as follows: load six rounds and assume the ready position. On command, fire two rounds in three seconds. Assume ready position. On command, fire two rounds in three seconds. Assume ready position. On command, fire two rounds in three seconds.

### **STAGE 3 - Seven Yard Line**

Fourteen rounds, standing, two hands, double action.

A. Load six rounds and place the weapon in the holster. On command, draw and fire three rounds in four seconds.

B. Assume ready position. On command, fire three rounds tactical, reload with a minimum of three rounds and fire three for a total of six rounds in fifteen seconds.

C. Assume ready position with three loaded rounds. On command, fire three rounds, conduct an empty gun reload with a minimum of two rounds and fire both for a total of five rounds in twelve seconds.

### **STAGE 4 - Fifteen Yard Line**

Twelve rounds, standing, two hands, double action.

A. Load six rounds and place the weapon in the holster. On command, draw and fire three rounds in five seconds. Assume ready position. On command, fire three rounds in four seconds.

B. Load six rounds and place the weapon in the holster. On command, draw and fire two rounds in four seconds. Assume ready position. On command, fire one round in two seconds. Place the weapon in the holster (repeat above for remaining three rounds).

Scoring:

TQ-15: From the center scoring area moving outward five, four, and two points.

TQ-19 and TQ-21: five points for shots within the scoring area, zero points for shots on the silhouette, but outside the scoring area. Line shots are counted as "in" on all three targets.

# **Arizona Peace Officer Standards and Training**

## **50-SHOT NIGHTTIME QUALIFICATION COURSE**

**TARGET TQ-15, 19 AND 21 (or silhouette as approved by the Board)**

**MAXIMUM SCORE 250, 210 MINIMUM**

**USING SERVICE HANDGUN AND AMMUNITION**

**Per R13-4-116(E)**

This course of fire must be conducted during the hours of darkness. Stages of fire indicated as "LOW LIGHT" must be shot with a minimum of ambient light illuminating the target (e.g., mid-block simulation or grounded flashlight aimed off to the side or beneath the target face). Stages of fire indicated as "NO LIGHT" must be shot with no illumination other than the aid of a flashlight, held in the off hand and displayed upon the target face only upon the command to fire. Reloading must be conducted in total darkness. Officers will begin in a standing relaxed position, hands off the weapon and eyes on the target. All weapons will be placed in their holster with straps secured. During the course of fire, weapons will be held in the ready position, 45 degree angle down range toward the target and weapons will be returned in the holster only upon command.

### **STAGE 1 - Three Yard Line LOW LIGHT (Ambient)**

Eighteen rounds, standing, double action in three separate stages of strong hand only, two hands, and support hand only.

A. Strong hand only - Fire six rounds in three strings of two rounds each as follows: load six rounds and place the weapon in the holster. On command, draw and fire two rounds in three seconds. Assume ready position. On command, fire two rounds in two seconds. Assume ready position. On command, fire two rounds in two seconds.

B. Two hands - Fire six rounds in three strings of two rounds each as follows: load six rounds and place the weapon in the holster. On command, draw and fire two rounds in three seconds. Assume ready position. On command, fire two rounds in two seconds. Assume ready position. On command, fire two rounds in two seconds.

C. Support hand only - Fire six rounds in three strings of two rounds each as follows: load six rounds and assume the ready position. On command, fire two rounds in three seconds. Assume ready position. On command, fire two rounds in three seconds. Assume ready position. On command, fire two rounds in three seconds.

### **STAGE 2 - Seven Yard Line LOW LIGHT**

Twelve rounds, standing, two hands, double action.

A. Load six rounds and place the weapon in the holster. On command, draw and fire three rounds in five seconds.

B. Assume the ready position. On command, fire three rounds, reload and fire three more rounds in 18 seconds.

C. Assume the ready position. On command, fire three rounds in four seconds.

### **STAGE 3 - Fifteen Yard Line LOW LIGHT**

Six rounds, standing, two hands, double action.

A. Load six rounds and place the weapon in the holster. On command, draw and fire three rounds in seven seconds.

B. Assume the ready position. On command, fire three rounds in six seconds.

### **STAGE 4 - Seven Yard Line NO LIGHT**

Fourteen rounds, standing, strong hand only, double action.

A. Load six rounds in total darkness. Assume the ready position with flashlight held in support hand.

B. On command, simultaneously direct flashlight on target face and fire two rounds in three seconds, turning off flashlight between strings of fire. Repeat for a total of six rounds.

C. Reload with six rounds in total darkness and assume ready position with flashlight in support hand.

D. On command, simultaneously direct flashlight on target face and fire two rounds in three seconds, turning off flashlight between strings of fire. Repeat for a total of six rounds.

E. Load two remaining rounds in total darkness and assume ready position with flashlight in support hand.

F. On command, simultaneously direct flashlight on target face and fire two rounds in three seconds.

# **Arizona Peace Officer Standards and Training**

## **TARGET IDENTIFICATION AND DISCRIMINATION COURSE**

**(SELECTING/FIRING ON THE WRONG TARGET DISQUALIFIES STUDENT)**  
**PASS/FAIL ONLY**  
**Per R13-4-116(E)**

TARGET: Any target that will cause the student to assess, select and discriminate.  
Maximum distance - seven yards.  
Minimum distance - three yards.

Within the latitude provided to accommodate academy discretion in course presentation, the course shall discern whether the student has:

- A. Demonstrated the ability to make an immediate and accurate assessment of a given condition to determine the potential use of deadly force.
- B. Demonstrated the ability to make an immediate and accurate selection of an individual who may pose life-threatening endangerment.
- C. Demonstrated the ability to immediately and accurately discern a life-threatening individual and use reasonable force as may be necessary to establish control.
- D. Demonstrated the ability and skill required to make immediate and accurate target identification under stressful conditions.

The student must successfully complete a block of shoot/no shoot scenarios. The minimum number of scenarios in a block will be three. The block of scenarios will contain at least one "no shoot" scenario and at least one "shoot" scenario. The scenarios will contain one or more of the following types of targets:

- 1. "Friendly" (no shoot target);
- 2. "Challenge" (a threatening target not requiring the immediate use of deadly force); and
- 3. "Deadly" (a target requiring the immediate use of deadly force).

Qualification will be pass/fail. A student must successfully complete a block of scenarios. Firing on the wrong target or failing to fire on a life-threatening target will disqualify the student.



# **CCW INSTRUCTOR RESPONSIBILITIES**

## CCW Instructor Responsibilities

CCW instructors have a great responsibility, to both their students and the public. They are legally bound to present the material they teach thoroughly and professionally. Deviating from an approved training program can result in severe penalties, both criminally and civilly, for the instructor and the organization. Although anyone can take a CCW course, not everyone is eligible to obtain a CCW permit. Consider advising your students of the following before starting your class:

- Anyone with a **felony conviction** is disqualified from obtaining a permit, even if the conviction was expunged, vacated or set aside and/or their rights have been restored, even the right to own a firearm.
- Applicants with a **record of a felony arrest** should be prepared to produce court records that clearly state the charges were dismissed, not prosecuted or they were found not guilty. This includes applicants with a felony arrest and the charge was an "open ended" felony in which the final conviction was designated a misdemeanor.
- Applicants with a **misdemeanor conviction related to domestic violence** are also disqualified unless the conviction was expunged, vacated or set aside. No other misdemeanor convictions affect qualification for a permit.
- Persons who were born outside of the United States or one of its territories must send a copy of (or present in person) proof of citizenship or alien status. This is a one-time requirement. If you have previously submitted documentation, you do not need to send it again. Any of the following documents are acceptable:
  - Certificate of Naturalization
  - Resident Alien Card
  - Record of Birth Abroad
  - Record of Birth to Armed Forces Personnel
  - US Passport

**AZ CCW Instructors must teach from a CWPU approved lesson plan.** The CWPU determines what constitutes an approved lesson plan. Effective August 1, 2003, all organizational instructors must teach the AZ DPS approved lesson plan for both the 8-hour initial and 2-hour renewal courses. Do not allow students to keep DPS approved tests or answer sheets!

**Modifications to basic CCW program instruction.** A lesson plan may not be modified without approval of the CWPU and must be taught in its entirety. If an organization desires to include additional elements of training, those elements will not be considered a part of the lesson plan and will require additional training time after the approved lesson plan has been taught. In effect, those additional elements will constitute proprietary training other than the basic Firearms Safety/CCW permit training program authorized by the CWPU. Permission from the CWPU is not needed for such training.

**Unauthorized modifications to a lesson plan.** Significant deviation from a lesson plan is unacceptable and will result in the suspension/revocation of the instructor and organization. Gross deviation can result in criminal prosecution. Additionally, deviations can also result in the rejection of student applications for unauthorized training.

**CCW training philosophy.**

**THIS COURSE CAN NOT BE COMBINED WITH ANY OTHER TRAINING.** For example, the Armed Guard Training, even though the lesson plan may appear to be similar. The CCW Course must be a stand alone class.

The DPS lesson plans are meant to provide a standardized program of instruction so that all applicants receive a solid FIREARMS SAFETY block of training. Additionally, the applicant is required to receive law and legal instruction, along with other topics mandated by the legislature. This course was never intended to be a tactical firearms training program.

Historically, we have had organizations and instructors going in many different directions when it comes to CCW training. So different in fact that one lesson plan didn't resemble another (when taught). Each applicant should be able to receive the same (at least substantially) course of instruction, regardless of the instructor or organization. This lesson plan is NOT a verbatim document to be read from. This lesson plan DOES intend to provide a topic for the instructor to cover, based upon the instructors experience and education on the topic. Not all instructors are equal. This lesson plan provides the bare bones minimum TOPICS and SUB-TOPICS that must be taught. As long as the information provided by the instructor can obviously be related to a given topic or sub-topic, there will not be a problem between that instructor and the DPS. If an instructor is found to be teaching a class on engaging multiple attackers from a fortified structure, that instructor shall be deemed to be substantially deviating from the lesson plan. However, if an instructor in the Tucson area is found to be teaching a Tucson City ordinance that is related to the carrying of weapons in a park (during the legal section of the lesson plan), kudos' are in order for taking the initiative since it is important, relevant and needed for that particular area. This lesson plan is intended to be a progressive document that can bend A LITTLE. It is subject to SOME interpretation, based upon the instructor's/organization's experience, knowledge and region. Keep specific instruction within bounds. Be reasonable and professional. Don't allow personal feelings and prejudices to interfere with your responsibility to teach objectively. Follow the lesson plan: it is meant to GUIDE your instruction, not channelize it.

Please note: We are not looking to suspend instructors or organizations for being creative or using their ingenuity to successfully train their students. Again, use the lesson plans to guide your instruction. It is up to you to add specific content for each topic and sub-topic. The topics listed in each section and sub-section are topics for discussion, based upon your knowledge and experience of that topic (sub-topic). It is incumbent upon you to provide the "meat" of these topics. We will not tell you what to say word for word. We provide the topic; you (the instructor) provide the substance. As long as your information is within the boundaries of recognized and reasonable firearms/tactical instruction, we are not going to have an issue with that.

We are aware that some of you only accept people whom you know to be very experienced with handguns and tactics. Some of you conduct mixed classes. The rule for tailoring classes is this: know your students. If you have a class comprised of ten students who invented the SWAT advanced tactical shooting techniques for Phoenix PD and one student who has never seen a handgun in real life, you must teach the class at the most basic level for that one student. The others may find it "painful," but that is the way it must be. Conversely, if your class is comprised of ONLY the SWAT team, you probably will not spend a tremendous amount of time on the topic of "components of a handgun" (but you will spend some time on it, albeit not much, a "review" so to speak).

**Be warned**, before you start tailoring your class for a group of attorneys who claim they invented advanced tactical shooting techniques, have actually built custom handguns and have been members of a shooting review board for twenty years, you must confirm this is the case (tailoring is determined by the amount of time spent on a topic).

The point is, many people may claim to have experience and knowledge that they really do not (or it is so old that they don't actually remember it). How do you confirm it? Talk to them and pick their brains. You'll know. If in doubt, teach at the most basic level.

The methods you choose to deliver your class are up to you. Videos, "death by PowerPoint", re-enactments, slides, hands on practicals, and lecture, to name a few, are all acceptable methods of

training. Make sure they are on the topic being taught! We recommend you use a combination of these methods to keep your class interesting. Eight hours of lecture will likely exhaust your students and should be avoided (unless you are a VERY dynamic speaker). Dull, plain PowerPoint slides are equally bad. Use your ingenuity along with the lesson plan to provide an informative, yet entertaining experience for your students.

If you have any questions regarding CCW, please feel free to call.

**All training must occur within Arizona.** Failure to comply will result in the suspension of your certification and organization. Additionally, any student trained outside of Arizona will be suspended.

**Instructors are obligated to assist their students with the application process.** You will provide each student with an application, fingerprint card and a return envelope. On the application, ensure that all blocks are filled in with the correct information, particularly the backside, which includes the Training Program Number, Training Instructor Number and Training Organization Number. Assist your students with correctly completing fingerprint cards. Correctly entering all information is critical; inaccurate entries will result in your student's application and/or fingerprint card being rejected. You are required to keep CCW related records for a minimum of 5 years. Instructors may obtain blank applications, fingerprint cards and return envelopes from the CWPU by ordering via email, US Postal Service or by phone/fax.

**Training time versus Administrative time.** Administrative time includes, but is not limited to, fingerprinting students, reviewing applications, driving to a range and other related activities which are not training. Lesson plans are very specific as to what will be taught during training time. A 10 minute break taken after every 50 minutes of instruction is acceptable and does not require special scheduling or permission.

**Instructors must fail students who do not complete training or who do not sufficiently understand the curriculum.** Instructors are under no obligation to pass every student who takes their class. On the contrary, instructors who perceive they have "problem" students who do not sufficiently participate, who are disruptive or who seem to have other problems or issues which concern the instructor sufficiently that they question whether this student should be in possession of a firearm should either reschedule the student or release them from the class. For these reasons, instructors may not fill out applications until students satisfactorily complete the training. Do not allow a student who falls into this category to leave with an application that contains your instructor and program information.

**The fingerprint card is another important document that requires accuracy.** The "Applicant" fingerprint cards are acceptable. Read the instructions on this website before attempting to complete applicant fingerprint cards. All required information should be entered on the top of the card. Do not sign your name on a blank card and allow the applicant to leave and be fingerprinted elsewhere. Any instructor can take the fingerprints for the applicant; however, the prints must be clear and legible.

An applicant may fingerprint themselves, meaning that no one is required to physically roll the applicant's fingers; sometimes it is easier for them to do it themselves. Just ensure that they put the correct finger in the corresponding box. Fingerprint technicians or instructors who assist with or take prints for students will sign the card in the "Signature of Official Taking Fingerprints" box. Less ink is better than too much ink when taking prints. Cards with black "globes" of ink in the boxes will result in your student's application being returned to them. If in doubt has to how to correctly take the prints, follow the instructions on the back of the card. Do not put tape over the inked prints.